

ARKANSAS FESTIVAL GRANT PROGRAM INTRODUCTION

Welcome to the Arkansas Agriculture Department – Arkansas Livestock and Poultry Commission's "ARKANSAS FESTIVAL GRANT" program. This information is designed to assist you through the application process. If you have questions, please call or write to:

Arkansas Agriculture Department
#1 Natural Resources Drive
Little Rock, AR 72205
Phone 501-683-4851
Email cynthia.edwards@aad.ar.gov

AN OVERVIEW OF THE BASICS

WHO MAY APPLY?

Eligible Applicants

- Applicants must be the fiscal agent (city or county government) of the festival.
- Festivals featuring an agricultural or forestry product, commerce, or theme and held on an annual basis or proposed to be held on an annual basis may make application for and qualify for funds under this program.

HOW MUCH MAY WE APPLY FOR?

Applicants may apply for a minimum of \$1,000 and up to a maximum of \$5,000.

WHAT TYPES OF EXPENSES MAY WE APPLY FOR?

Operating and program expenses, excluding expenses for travel, salary, or alcoholic beverages, are eligible for funding. Funds must be expended within one year from receipt of the funds.

WHEN IS THE APPLICATION DUE?

All applications must be physically received at the Arkansas Agriculture Department office or postmarked by **4:30 p.m. on January 24, 2014**. Applications may NOT be faxed.

WHERE TO SEND THE APPLICATION

By mail or hand-delivered:

Arkansas Festival Grant Program
Arkansas Agriculture Department
#1 Natural Resources Drive
Little Rock, AR 72205

Please mail the original application PLUS one copy. Keep a copy for your files.

HOW THE APPLICATION CAN BE PREPARED

The application can be prepared locally or by consultants (grant preparation cannot be paid for with grant funds). The Arkansas Agriculture Department staff will be available to assist with any questions about the grant application.

HOW TO FILL OUT THE APPLICATION FOR FUNDING FORM

This form is attached and must be completed in full. The directions for completing this form are listed below. The application must be typed or printed legibly to be considered.

In Section A

For the applicant, list the name of the city or county submitting the application. List the festival's name. For the primary contact person, list the person on staff at the city, county, or festival who will be acting as the agent between the festival and the Arkansas Agriculture Department. List the mailing address, phone number, and fax number of the city, county, or festival. List the primary contact person's e-mail address if applicable. List the county where the project will exist.

In Section B

Provide the date of the festival and the amount of time your festival has been in existence in year(s) format.

List the amount of funds requested. The amount of funds requested must be at least \$1,000 and can total no greater than \$5,000. List the total cost for the festival.

In Section C

Provide a description of the theme of the festival and your proposed use of the funds requested. If this description requires more space than is given on the application form, provide additional paper.

In Section D

Provide a detailed list and cost estimate of items to be purchased with the requested grant funds.

In Section E

The applicant's Chief Executive Officer and the Primary Contact Person must provide his or her signature, printed name, title and date signed. Examples of Chief Executive Officer include the mayor or county judge. The primary contact person is the person on staff at the city, county or festival who will be acting as the agent between the festival and the Arkansas Agriculture Department.

In Section F

The certification letter must be signed by the Chief Executive Officer (the mayor or county judge who signed the application) and returned with the application.

In Section G

A resolution passed by the city council or quorum court must be enclosed with the application. The resolution must be signed by the mayor/county judge and the city/county clerk. The copy in Section G is a sample intended to assist applicants in knowing what to submit.

WHAT ARE OUR OBLIGATIONS?

The Arkansas Agriculture Department will appoint a panel to review and approve qualifications of all grant applications. Recommendations by this panel will be made to the Arkansas Secretary of Agriculture or his appointee for the awarding of the grants within sixty (60) days of the application due date.

GENERAL IMPROVEMENT FUND EXPENDITURE REPORT

Grantees will be required to complete a General Improvement Fund Expenditure Report and sign it certifying the accurate expenditure of funds. The expenditure report is due to the Arkansas Agriculture Department within 10 working days after the end of each calendar year. A final expenditure report is due 60 days after the final expenditure is made.

A copy of the original proposal and all project expenditures, with invoices attached, will be approved by the mayor or county judge and remain on file in the office of the mayor or county judge for three years or until audited, whichever is later.